

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
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LAKEWOOD, COLORADO 80215**

March 8, 2004

In Reply Refer To:
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EMS Transmission 03/08/2004
Information Bulletin No. CO-2004-018

To: All Employees

From: State Director

Subject: Temporary Seasonal Employment Program Changes and Requests for Referrals

Each summer, BLM Colorado hires over 200 temporary employees to assist us during the field season. This represents an increase of thirty-three percent (33%) over our year-round workforce. This significant employment program is replicated throughout the Department of the Interior (DOI).

To meet this temporary requirement, particularly those associated with the National Fire Plan, the Department elected to explore different staffing methods and techniques. After much research, analysis, and debate, the Department has made a number of changes to the temporary seasonal employment program. They are:

- Centralize Department wide temporary seasonal fire recruitment and referral using the QuickHire automated staffing program under Fire Integrated Recruitment Employment System (FIRES);
- Require temporary seasonal employees compete for higher-graded positions; and
- Abolish the DOI Excepted Service Qualification Standards for temporary seasonal candidates, which were only available to the Bureau of Land Management, and replace with the competitive service qualifications standard.

Implementation of the FIRES program within BLM Colorado was previously covered in IB No. CO-2004-007. Essentially, FIRES is the only tool available to solicit and refer candidates for temporary fire positions using the temporary seasonal appointment authority. It does not apply to temporary fire positions filled under the Student Temporary Employment Program.

The other two changes were implemented to ensure that applicants for temporary seasonal positions within DOI were treated consistently across Bureau lines. They apply to both fire and non-fire positions.

Individuals meeting the requirements for rehire eligibility may be rehired in accordance with BLM Manual 1400-302, except they can no longer be rehired into a higher graded position. To be appointed at a higher level, these individuals must now compete and be within reach for selection.

BLM Manual 1400-302 also includes the DOI qualification standards for general schedule temporary seasonal fire and non-fire positions. These standards have been abolished. A copy of the current primary qualifications standards is provided in Attachment 1.

Selecting officials still have a number of options available to them to fill non-fire temporary positions. Using the QuickHire software, the Bureau has issued a Bureauwide temporary seasonal vacancy announcement for all states. This announcement includes the following vacancies for BLM Colorado:

- NHRMC-2004-0017 Archeological Aid/Technician in Dolores and Meeker;
- NHRMC-2004-0037 Recreation Aid/Technician in Canon City, Grand Junction, Gunnison, Kremmling and Montrose; and
- NHRMC-2004-0059 Biological Aid/Technician (General) in Craig, Grand Junction, and Meeker

Selecting officials may also hire employees using the Student Temporary Employment Program. Finally, selecting officials may continue to recruit candidates through their local State Employment Services Office.

Attachment 2 is a handout you can reproduce to provide to individuals as they come into your office requesting information about summer positions.

Please contact your servicing Human Resources Team – Cheryl Brooks/Emily Granquist or Mike Perkins/Cara Scott – to request a certificate from any of the national temporary seasonal announcements or if you have any questions.

Signed by
Douglas M. Koza
Acting State Director

Authenticated by
Don Snow
EMS Operator

2 Attachments

- 1 – Qualification Standards for Technical and Medical Positions (5 pp)
- 2 – Applicant Guidelines (1 p)

**United States Office of Personnel Management
Operating Manual**

Qualification Standards for General Schedule Positions

**Group Coverage Qualifications Standards for
Technical and Medical Support Positions**

The text below is extracted verbatim from Section IV-A (pp.7-12) of the Operating Manual for Qualification Standards for General Schedule Positions [MANUAL], modified to list only those occupations authorized under BLM Manual 1400-302.

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval technical or medical support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Related individual occupational requirements are contained in Section IV-B of the [MANUAL]. Section V of the same manual identifies the occupations that have test requirements. This same information is available through the index of this Web page.

A list of the occupational series covered by this standard is provided below.

This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

EXPERIENCE AND EDUCATION REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1	None	None	None
GS-2	3 months	None	High school graduation or equivalent
GS-3	6 months	None	1 year above high school with course(s) related to the occupation if required.
GS-4	6 months	6 months	2-years above high school with courses related to the occupation, if required.
GS-5	None	1 year equivalent at least to the GS-4	4 year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required.
GS-6 and above	None	1 year equivalent to at least the next lower grade	See the NOTE under the Education section.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to E.3.(o) in the "General Policies and Instructions" (Section II of the [MANUAL]) for guidance on crediting experience for positions with different lines of progression.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education: High school graduation or the equivalent is qualifying for GS-2.

Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

For some occupations covered by this standard, 6 semester hours of specific courses are included in the 1 year of education that meets the GS-3 requirements. The 6 semester hours allow for subjects that are common to a broad range of degree programs, e.g., subjects in the mathematical, physical, or biological sciences. This inclusion corresponds to the second part of the description of general experience, i.e., the subjects provide evidence of a familiarity with the subject matter or processes of the broad subject area of the occupation. At grades GS-4 and above, a portion of the education is usually directly related to the work of the position to be filled. Examples of related courses are provided in the individual occupational requirements where applicable. However, agencies may require other courses if they are considered to be more related to the position to be filled.

NOTE: Graduate education or an internship meets the specialized experience required above GS-5 only in those instances where it is directly related to the work of the position.

One full year of graduate education meets the requirements for GS-7. Two full years of graduate education or a master's degree meets the requirements for GS-9. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Training: Completion of appropriate training such as in-service training programs, training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of at least 3 months duration. Such courses may have been obtained through a variety of programs such as those offered by technical schools and military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Experience and Education: Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combinations described below are those most typical for these positions, i.e., for grades GS-3 through GS-5. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position. (When crediting education, prorate the number of hours of related courses required as a proportion of the total education to be used.)

For GS-3 level positions, determine the applicant's total qualifying experience as a percentage of the 6 months' experience required for GS-3; then determine the applicant's education as a percentage of the 1 year of education that meets the requirements for GS-3. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-3.

For GS-4 level positions, determine the applicant's total qualifying experience as a percentage of the 1 year of experience required for GS-4; then determine the applicant's education as a percentage of the 2 years of education that meets the requirements for GS-4. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-4.

For GS-5 level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, beyond the second year is equivalent to 1 year of specialized experience. Determine the applicant's total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level. Then determine the applicant's education as a percentage of the education that meets the requirements for GS-5. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-5.

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

The position to be filled is a Pharmacy Aid, GS-3. An applicant has 2 months of experience and 20 semester hours of college. The applicant meets 33 percent of the required experience and 67 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.

The position to be filled is an Industrial Engineering Technician, GS-4. An applicant has 5 months of general experience and 36 semester hours of college. The applicant meets 42 percent of the required experience and 60 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position. (The example assumes that education is being used to meet the specialized experience requirements, and that at least 7 of the 36 semester hours are in courses directly related to the work of the position.) Examples of such courses are provided in the individual occupational requirements for the Industrial Engineering Technician Series, GS-895, in Section IV-B of the [MANUAL].

The position to be filled is a Recreation Assistant, GS-5. An applicant has 8 months of GS-4 level specialized experience and 80 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). The applicant meets 100 percent of the total requirements and is qualified for the position. At least 8 of the 20 semester hours must be directly related to the work of the position. Examples of such courses are provided in the individual occupational requirements for the Recreation Aid and Assistant Series, GS-189, in Section IV-B of the [MANUAL].

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled.

For example, a requirement for knowledge of microbiological laboratory techniques may be needed immediately to perform the duties of a Biological Technician position in a disease research laboratory. If that is the case, such knowledge could be justified as a selective factor in filling the position.

USING INDIVIDUAL OCCUPATIONAL REQUIREMENTS WITH THIS STANDARD

General experience requirements at the GS-2 and GS-3 levels are described in the group coverage standard so that the applicant pool at those "trainee" levels will be as generally inclusive as possible. Thus, examples of qualifying general experience are not included in the "Individual Occupational Requirements" for positions covered by this qualification standard.

Positions at GS-4 and above require specialized experience, education, or training related to the occupation. Examples of qualifying specialized experience are provided for those occupations where such information is currently available. Examples of qualifying post-high school education or training are also provided.

OCCUPATIONAL COVERAGE

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements in Section IV-B of the Operating Manual for Qualification Standards for General Schedule Positions. Refer to the Index for links.

- GS-025 Recreation Aid and Assistant
- GS-102 Archeological Technician
- GS-404 Biological Science Technician*
- GS-455 Range Technician*
- GS-462 Forestry Technician*
- GS-802 Engineering Technician*
- GS-817 Surveying Technician*
- GS-1311 Physical Science Technician*
- GS-1316 Hydrologic Technician*
- GS-1371 Cartographic Technician*

APPLICANT GUIDELINES FOR APPLYING ONLINE FOR BLM COLORADO SUMMER 2004 TEMPORARY POSITIONS

For applicants applying for Bureau of Land Management Colorado Summer 2004 Online via BLMJobs Online, there are three basic steps to follow:

1 – View the vacancy announcements for the following NON-FIRE positions by going online to <https://jobs.quickhire.com/scripts/qhwebfedblm.exe> Select “Just Browsing.”

Archeological Aid/Technician in Meeker & Dolores (NHRMC-2004-0017)

Recreation Aid/Technician in Canon City, Grand Junction, Gunnison, Kremmling, and Montrose (NHRMC-2004-0037)

Biological Aid/Technician in Craig, Grand Junction, and Meeker (NHRMC-2004-059)

View the announcement for the following FIRE position by going online to <http://www.firejobs.doi.gov/>

Range or Forestry Aid / Technician (Firefighter) in Canon City, Craig, Meeker, Kremmling, Grand Junction, Rifle, Gunnison, Montrose, Dolores, and Durango (DOI-FIRE-2004-001)

Range or Forestry Technician (Fire Dispatcher) in Craig, Durango, Grand Junction, Montrose, and Pueblo (BLM-FIRE-2004-003)

Fire Logistics Dispatcher in Craig, Durango, Grand Junction, Montrose, and Pueblo (BLM-FIRE-2004-004)

2 – If you wish to apply for one of these vacancies, first create an applicant profile, answer the basic applicant questions, and finally – create or attach your resume in the space provided. Just follow the instructions.

3 – Select the vacancy announcement you wish to apply for, answer the job specific questions, and submit your application – All Online!

Applicants without access to a computer may request hard copy vacancy announcements and instructions for the Bureau of Land Management’s National Human Resources Management Center at (303) 236-0573 or, via fax, at (303) 236-0475.

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